



RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Land Quality, Office of.

Agency: Land Quality, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	93-45	TIER ONE/TWO EMERGENCY & HAZARDOUS CHEMICAL INVENTORY (U.S. EPA FORM) Pursuant to 42 USC 11000, three (3) copies of this information are filed: the Office of Land Quality receives one (1) copy, the appropriate local fire department that has jurisdiction in an emergency receives one (1) copy and the County Emergency Planning Committee in which the submitter is located also receives a copy. The Indiana Department of Revenue sends under separate cover information to the submitter on their SARA TITLE III, Section 312 filing fee. The form shall be submitted annually every July 1 and shall contain data reflecting the preceding calendar year (42 USC 11023). Disclosure of this record may be affected by 42 USC 11042. Retention based on 42 USC 11023.	TRANSFER to the RECORDS CENTER one (1) year after the year of receipt by the INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Five (5) years after the year of receipt by the INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.
2	2005-34	HAZARDOUS WASTE CLOSURE PLANS Closure plans for closure of hazardous waste management units, closure certifications and Quality Assurance / Quality Control Data. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
3	2005-35	RCRA CORRECTIVE ACTION (CA) Corrective Action information and reports (RFIs, Corrective Measures etc.) Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
4	2005-38	SLUDGE/LAND APPLICATION (Z FILE) Files include: Permit applications for new permits, renewals, transfers, and modifications. Public Participation Documents including: legal publications, letters to libraries, letters from concerned or interested parties, IDEM response letters to those letters, notices or petitions. Correspondence. Final permit. Monthly and Annual Reports	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
5	2005-39	CONFINED FEEDING/CONFINED ANIMAL FEEDING OPERATIONS Plans, specifications, reports, inspections and correspondence for farms.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention. DELETE electronic file after conversion to Computer Output Microfilm AND: after last appeal if site is revoked or denied, after four (4) years if site has not been built or permitted, or after one (1) year if site is voided or goes out of business.

6	2007-133	<p>UNDERGROUND STORAGE TANK FILES</p> <p>Pursuant to IC 13-23, contains records that document the management of the underground storage tank (UST) program. Files include State Form 45223 (Notification for USTs), UST Closure Reports, State Form 49216 (UST Compliance Summary), financial assurance records, and miscellaneous UST program correspondence.</p> <p>This record series also contains documents related to releases from USTs including release reports, site characterization reports, financial assurance records, sampling and monitoring reports, corrective action plans, and decision documents relevant to corrective action taken at a site. Disclosure of this record may be affected by IC 13-28-3-4. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
7	2009-17	<p>HAZARDOUS WASTE AND SOLID WASTE REPORTS</p> <p>Includes: Hazardous Biennial Reports, Annual Manifest Reports, Unmanifested Waste Reports, Exception Reports, Discrepancy Reports, Export Reports, Used Oil Reports, Solid Waste Quarterly Reports, Post-Closure Reports, Closure Reports, Construction QA/QC or As Built Reports, Leachate Volume Analysis Report, Transfer Station Annual Report, Land Application Annual Reports, Land Application Monthly Reports, Compost Annual Reports.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
8	2009-18	<p>INDIANA BROWNFIELDS PROGRAM CLOSURE RECORDS</p> <p>These records typically contain information on closure decisions for sites receiving support through the Indiana Brownfields Program. Records include site status letters, comfort letters, No Further Action Letters, institutional controls information, and other completion documents relevant to corrective action taken at a Brownfield site.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
9	2009-19	<p>INDIANA BROWNFIELDS PROGRAM SITE RECORDS</p> <p>These records typically contain environmental information for sites receiving support through the Indiana Brownfields Program. Records include scopes of work, environmental site assessments, invoices, comment letters, technical memoranda, site characterization reports, risk assessments, sampling and monitoring reports, corrective action plans, and work plans.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
10	2009-20	<p>INDIANA BROWNFIELDS PROGRAM APPLICATIONS</p> <p>Records are applications and supporting documents for grants and loans administered through the Indiana Brownfield Program.</p>	<p>IMAGE upon receipt by Indiana Brownfield Program. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after ineligibility determination or issuance of site decision document.</p>
11	2009-21	<p>REMEDATION SAMPLING AND ANALYTICAL DATA FILES</p> <p>Records relating to chemical analysis services to support the Voluntary Remediation Program, Underground Storage Tank Program, State Cleanup Program, Superfund, and Department of Defense remediation sites. Comprised of records created by laboratories including sample results and supporting documentation such as document inventory forms, data summaries, field sheets, chain-of-custody forms, correspondence, quality assurance and data validation files, quality control summaries.</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility and after completion of data review/validation summary reports. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>

12	2009-22	INSTITUTIONAL CONTROLS RECORDS Records relating to institutional controls placed on a property to ensure that contamination left in place in a managed state is not disturbed and that land use will be managed to prevent exposure. These controls are usually in the form of an environmental restrictive covenant or deed restriction. The institutional controls are filed in the county recorder-s office in the county where the facility is located, and run with the land unless modified or terminated with IDEM approval.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
13	2009-23	MUNICIPAL SOLID WASTE LANDFILL FLYOVER MAPS FOR LANDFILL CAPACITY CALCULATIONS Permitted municipal solid waste landfills are required to submit to the Agency a flyover contour map of the landfill. The maps show the elevation of the landfill grading at the time the flyover was conducted.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
14	2009-24	HAZARDOUS WASTE NOTIFICATION OF REGULATED ACTIVITY Sites that generate or handle hazardous waste are required to notify the Agency to receive a EPA RCRA identification number. The notification contains information pertaining to the site and type of hazardous waste handler the site acted as during its life.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
15	2009-25	OLQ PERMIT FILES Includes: Permit Applications - operating, renewal, transfer, closure plans, post-closure plans, Class 1 modifications, Class 2 modifications, Class 3 modifications, Part A, Post-Closure applications, major modification, minor modifications, insignificant modifications, storm water contingency plans, leachate pollution prevention plans, landfill gas plans, hazardous waste permits (RCRA Part B). Decision Documents - Final Permits including approved permit modifications. Closure Letters. Original or revised plans - large format maps, drawings, or photos.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
16	2009-26	SOLID WASTE AND HAZARDOUS WASTE PERMIT FILES Includes: Public Participation Documents - legal advertisements, letters to libraries, letters from concerned or interested parties, IDEM responses to those letters, notices or petitions. Draft Permits. Permit Letters. Permit Transfer.	IMAGE according to IARA standards. DESTROY hard copy after verification of images for completeness and legibility. DELETE electronic files after ten (10) years.
17	80-691	SEPTIC TANK CLEANERS LICENSING OF BUSINESS AND VEHICLES (Y FILES) File is comprised of correspondence, applications, and inspection reports. Permit is valid for three (3) years.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. DELETE electronic files after ten (10) years.
18	92-16	FINAL AUTHORIZATION/PROGRAM REVISION FILES Includes Final Authorization Application, memorandum of agreement, records of public hearings, response to comments, authorization, guidance, and capability assessments.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.

19	92-18	FINANCIAL ASSURANCE FILES The files contain assurance submittals for the RCRA program and solid waste programs.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
20	92-21	RCRA PART B PERMITS Records are filed by facility. Files contain permits, US EPA and state applications; permit compliance records, inspection reports, soil and waste sample test results, notifications of violations, complaints, enforcement action documentation and administrative records, hazardous waste Part B Permit application, permits, correspondence & modifications. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
21	92-23	MONITORING These are sample results by state and facility -- groundwater samples, correspondence & reports for landfills and hazardous waste facilities. Documents included in this record series are GW Results, GW QA/QC documents, GW review documents, GW Sampling and Analysis Plans, GW Statistical Evaluation Plans, GW Quality Assurance Project Plans, GW Monitoring Plans, GW Quality Assessment, GW Corrective Action Plans, Monitoring Plan for GW or Methane, well installation and well abandonment documents. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
22	92-24	COUNTY GENERAL FILES Files may contain miscellaneous general correspondence, notices of violations, and complaints from residents regarding non-permitted and open dump sites.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
23	92-26	PCB FILES Contains complaint response & follow-up, sampling data, cleanup activity records, enforcement records, and disposal process approval records.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
24	92-27	COMPLIANCE FILES Files include complaints, inspection reports, results of samples, notice of violations, recommended orders, enforcement action documentation, and any information indicating non-compliance, including Field Inspections, Violations Letters prepared & signed by OLQ, and Enforcement Referrals.	IMAGE according to IARA standards and DESTROY hard copy after verification of electronic images for completeness and legibility. DELETE electronic files after ten (10) years.
25	96-105	EXCESS LIABILITY TRUST FUND RECORDS In accordance with IC 13-23-7, 13-23-8, and 13-23-9, contains records associated with the underground petroleum storage tank Excess Liability Trust Fund (ELTF). Records include applications, correspondence, claims, and appeals.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the RECORDS CENTER. DESTROY microfilm and DELETE electronic records fifteen (15) years after No Further Action issued for release and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

26	96-106	<p>EMERGENCY RESPONSE SPILL RECORDS</p> <p>Pursuant to 327 IAC 2-6.1, a spill of hazardous substances, extremely hazardous substances, petroleum, and objectionable substances that may damage the waters of the state must be reported to the Department of Environmental Management. Records include initial incident reports (State Form 13490), incident correspondence, and supporting records containing information concerning spill recovery, containment, cleanup, and disposal of recovered material. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
27	96-108	<p>CERCLA (COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT) SUPERFUND</p> <p>In accordance with 42 USC 9601, these files contain information regarding federal and state toxic substance site investigation and clean up actions. Records include preliminary assessment/site inspection reports, the remedial investigation/feasibility study, work plans, remedial investigation reports, memoranda, correspondence, risk assessment reports, community relations plans, sampling data, surveys, a record of decision (ROD), applicable or relevant and appropriate requirements (ARARs), enforcement action, operation and maintenance records, contract documentation, other actions and administrative orders. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
28	96-109	<p>STATE CLEANUP AND REMOVAL RECORDS</p> <p>Pursuant to IC 13-25-4-1, includes site-specific information regarding state hazardous substance cleanup and removal actions. Includes project summaries, sampling and analysis data, reports, work plans, correspondence, memoranda, enforcement and other actions, site-specific contract documentation, and administrative orders. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
29	96-110	<p>DEFENSE ENVIRONMENTAL RESTORATION PROGRAM FILES</p> <p>In accordance with 42 USC 9601 and 10 USC 2701, these records contain information regarding federal and state toxic substance cleanup actions taken on military facilities. Site-specific records typically include memoranda, correspondence, sampling data, reports, actions, work plans, contract documentation, and a record of a decision. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
30	96-111	<p>VOLUNTARY REMEDIATION FILES</p> <p>Pursuant to IC 13-25-5-1, these records typically contain information on regarding state voluntary remediation program actions. Records include applications, program correspondence, remediation agreements, project summaries, investigation reports, remediation work plans, cost estimates, master agreements, sampling data and certificates of completion. Disclosure of this record may be affected by IC 13-14-11-1. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>
31	96-114	<p>NOT-FOR-PUBLIC-VIEW FILES</p> <p>These files typically contain information on drafts of feasibility studies, drafts of work plans, applications, risk assessments, confidential correspondence, health and safety plans and Resource Conservation and Recovery Act (RCRA, IC 13-13-5-1; and 42 USC 6901. In accordance with IC 5-14-3-6b, confidential records are maintained separately from disclosable information. Disclosure of this record may be affected by IC 13-14-11-1. Retention consistent with 42 USC 9603(d)(2).</p>	<p>IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.</p>